

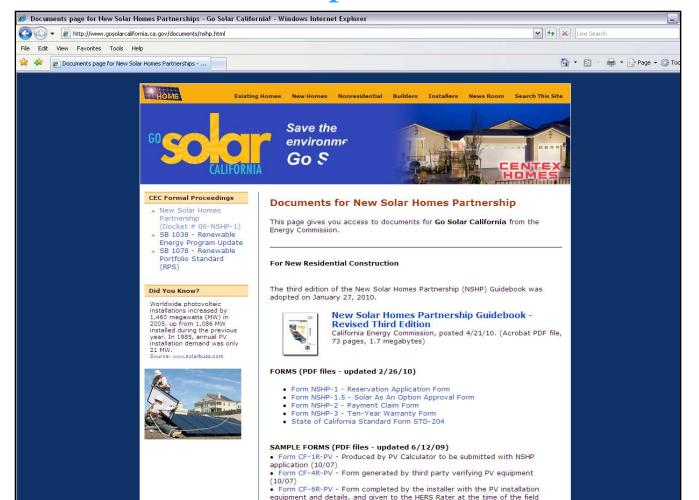
## New Solar Homes Partnership (NSHP) Web Tool

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Efficiency &Renewable Energy Division
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### Valuable Web Resources

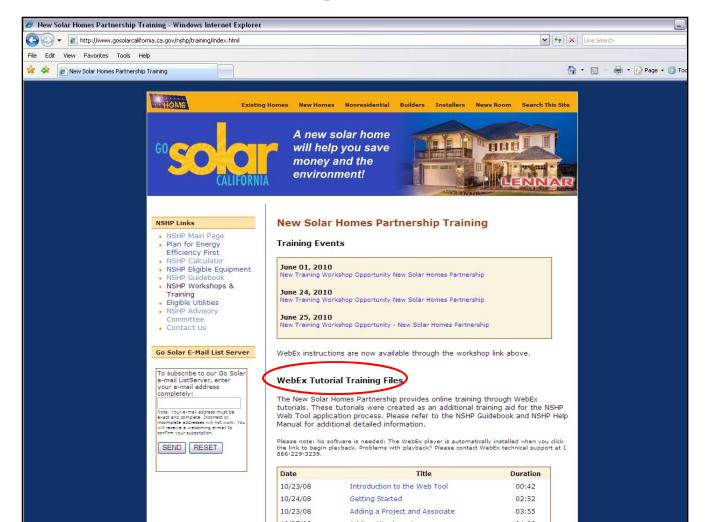
http://www.gosolarcalifornia.ca.gov/documents/nshp.html







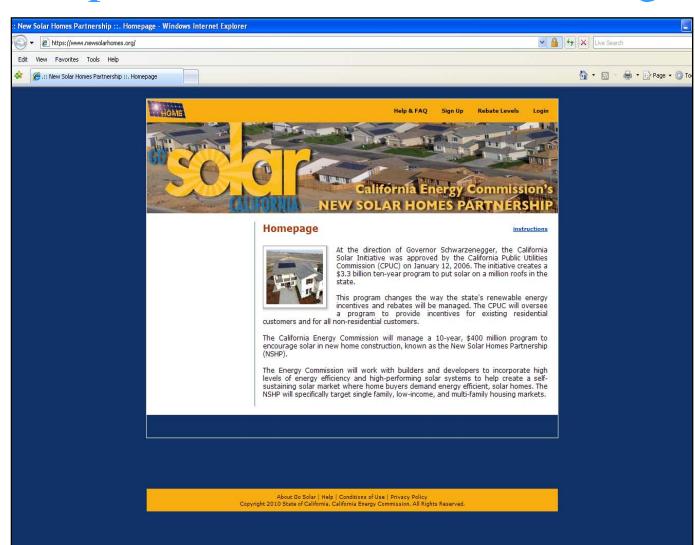
## http://www.gosolarcalifornia.ca.gov/nshp/training/index.html







## https://www.newsolarhomes.org







### Web Tool Terms

- Account: A relationship established between the user and a web tool. The account is necessary to access the web tool.
- Associates: The parties involved with the project.
- Project: The NSHP application. At the project level, you are entering the reservation details for the application.
- Site: The residential building the PV system will be serving. At the site level, you are entering the specific details of the system.
  - For a custom home application, this is one project with one site.
  - For a large development application with 50 homes receiving solar, this would be 1 project with 50 sites.





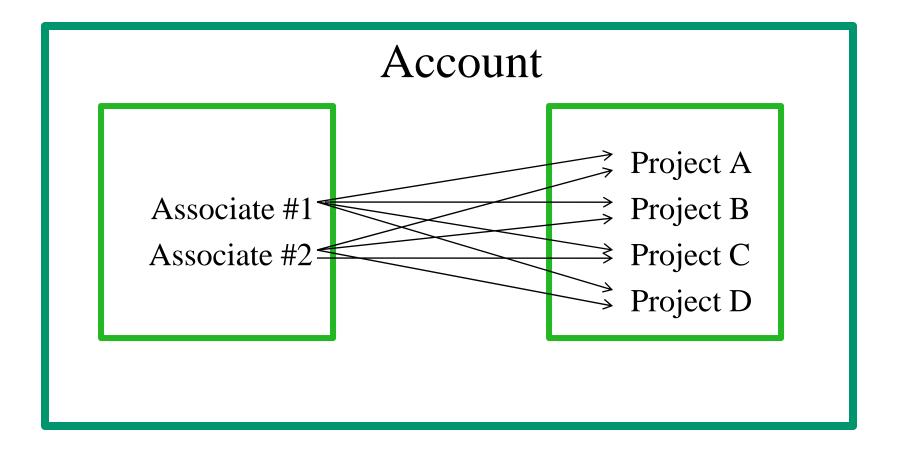
### Web Tool Structure

- Account
  - (Associates)
  - Project
    - (Associates)
    - Site





### Web Tool Structure







## Creating an Account

- As a new user, your first step will be to create an account.
  - Click on the 'Sign Up' link.



#### Homepage

instructions



At the direction of Governor Schwarzenegger, the California Solar Initiative was approved by the California Public Utilities Commission (CPUC) on January 12, 2006. The initiative creates a \$3.3 billion ten-year program to put solar on a million roofs in the state.

This program changes the way the state's renewable energy incentives and rebates will be managed. The CPUC will oversee a program to provide incentives for existing residential

customers and for all non-residential customers.

The California Energy Commission will manage a 10-year, \$400 million program to encourage solar in new home construction, known as the New Solar Homes Partnership (NSHP).

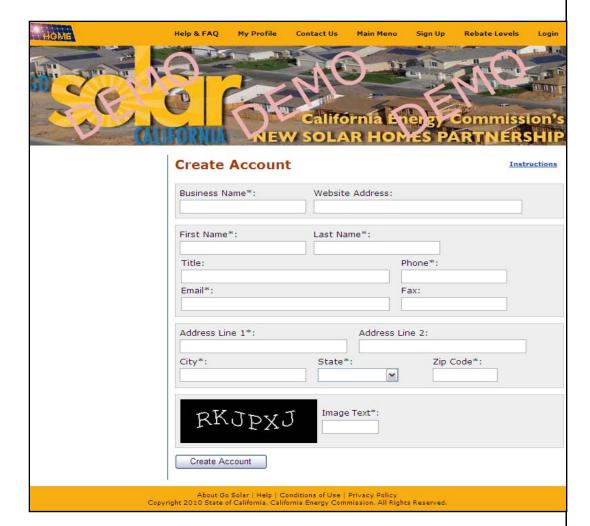
The Energy Commission will work with builders and developers to incorporate high levels of energy efficiency and high-performing solar systems to help create a self-sustaining solar market where home buyers demand energy efficient, solar homes. The NSHP will specifically target single family, low-income, and multi-family housing markets.





## Creating an Account

• Please make sure to fill in all fields.







### **Edit Account Information**

- After you've successfully created an account, you will receive a confirmation e-mail with a password.
- Go to 'My Profile' to change your information.
  - Press the 'Save' button.





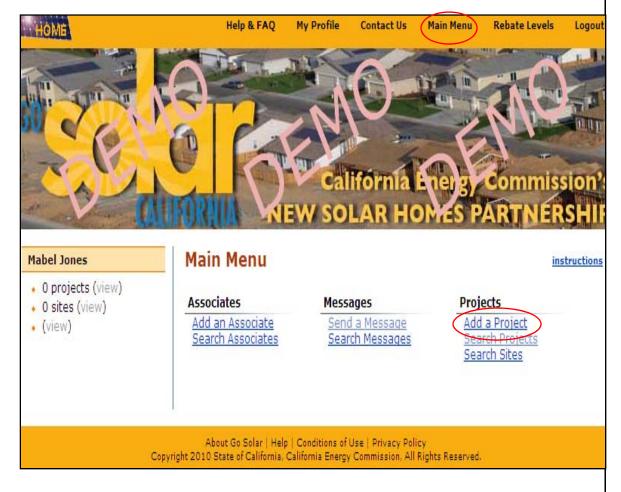


# Submitting a Reservation Application



## Adding A Project

- To enter a project go to 'Main Menu'.
- Click on 'Add a Project'
  - After you have created multiple projects and sites, you will be able to take advantage of the 'Search Projects' and 'Search Sites' links.

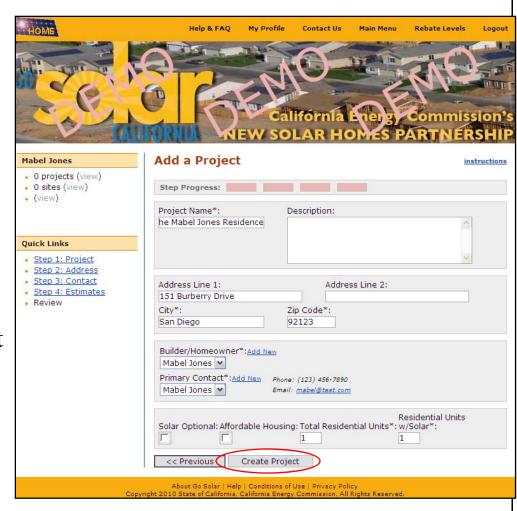






## Adding a Project

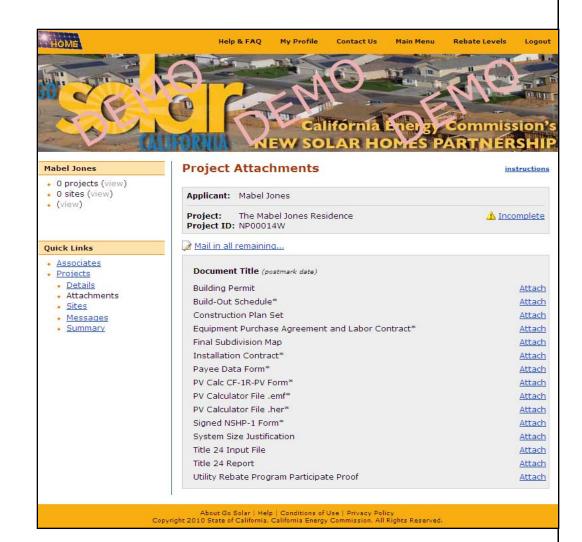
- Complete all of the fields.
  - Only one choice will show up for the 'builder/homeowner' and 'primary contract' dropdowns. Select that choice.
    You can use the 'Add New' link later to add the person you would like to select.
  - The 'Total Residential Units' is the number of homes in that project. The 'Residential Units w/Solar' is the number of homes in that project with solar.





## Entering the Project Information

- Click on the 'Attachments' link (a bullet point under 'Projects').
- Click the 'Attach' link corresponding to the document name you would like to attach or mail in.

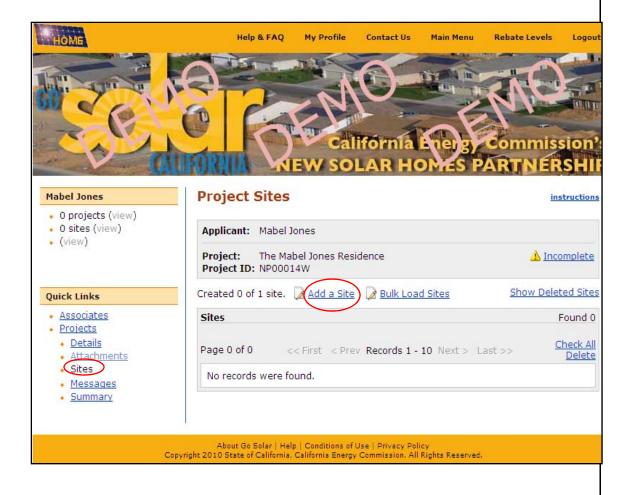






## Adding a Site

- Click on the 'Sites' link under the Quick Links section.
- Click the 'Add a Site' link to create a site.

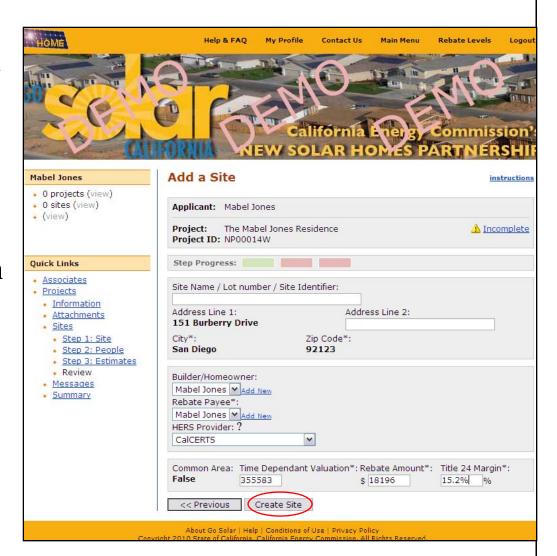






## Entering the Site Information

- Complete all of the fields.
- The 'Time Dependent Valuation' number and 'Rebate Amount' can be found on the CF-1R-PV.
- The 'Title 24 Margin' can be found on the CF-1R.

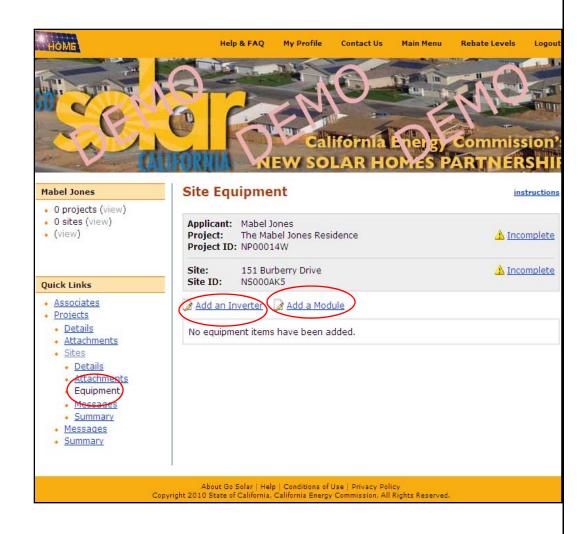






## Adding Site Equipment

- Click on the 'Equipment' link under the Quick Links section.
- Select 'Add an
   Inverter' to add an
   inverter or 'Add a
   Module' to add a
   module.

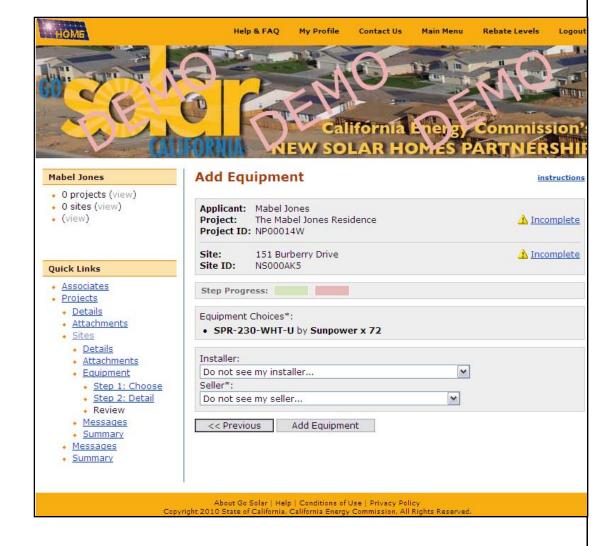






## Adding Site Equipment

• Please make sure to select a specific installer and seller.

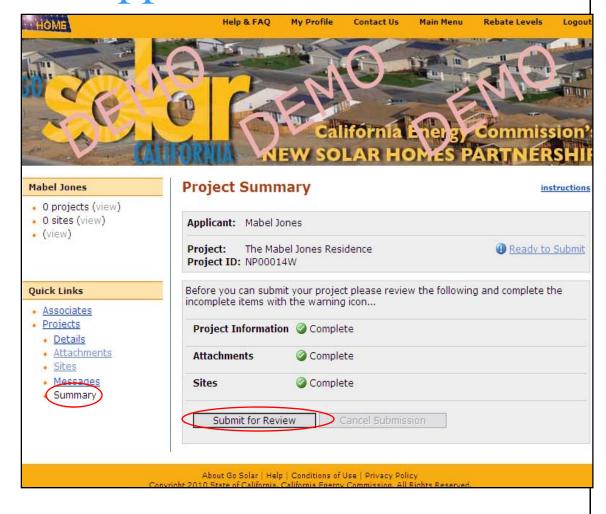






## Submit the Project for Reservation Approval

- Click on the 'Summary' link under the Quick Links section.
- Click the 'Submit for Review' button.



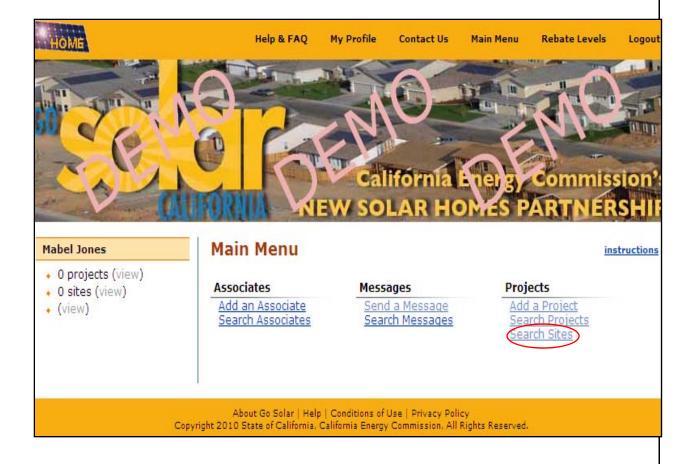




## Submitting a Payment Claim



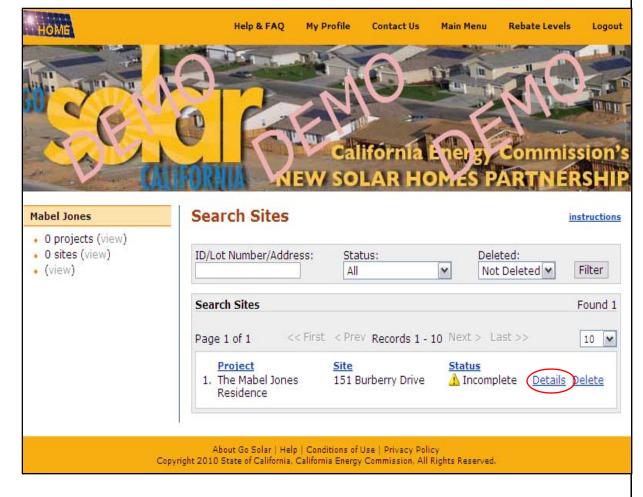
• From the 'Main Menu', click on 'Search Sites'







 Click on the 'Details' link corresponding to the site you would like to submit for payment.

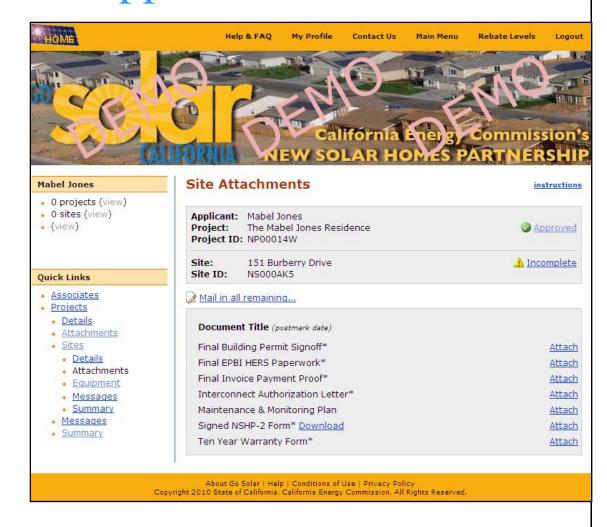






- Click on the

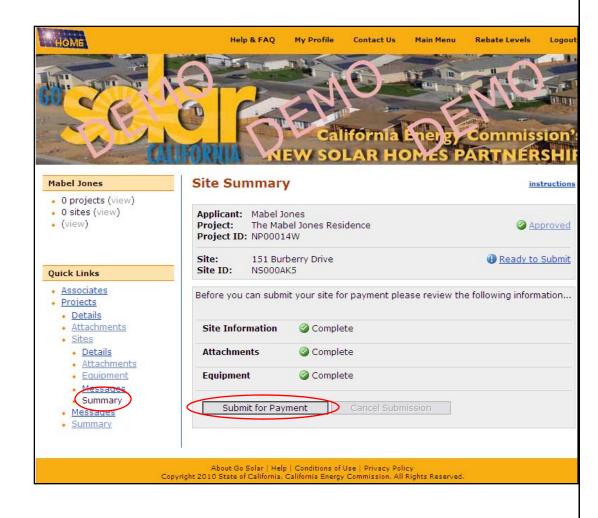
   'Attachments' link
   (a bullet point under 'Sites').
- Click the 'Attach' link corresponding to the document name you would like to attach or mail in.







- Click on the 'Summary' link that is a bullet point under the 'Sites' link.
- Click the 'Submit for Payment' button.







### Web Tool Process Flow

- Submit a Project for Reservation Approval
  - Create a Project
    - Add Project Attachments
  - Create a Site
    - Add the Equipment
  - Submit the Project for Review
- Submit a Payment Claim
  - Add Site Attachments
  - Mail in hard copy of the NSHP-2 (Payment Claim Form) with a wet signature.



Submit the Site for Payment



#### **NSHP** Web Tool Statuses

- Incomplete
- Completed
- Ready to Submit
- Submitted
- Canceled
- Received
- More Information
- Rejected
- Disapproved (Customer View Only)
- Queued for Approval
- Pending Project Approval
- Denied
- Approved
- Finished
- Expired





#### Reservation Statuses: All Users

<u>Project</u>	<u>Site</u>	Meaning
Incomplete	Incomplete	Project and Site information are incomplete.
▲ Incomplete	Completed	Project information is incomplete.
Ready to Submit	Completed	Project and Site information are complete,
		the project is ready to be submitted for
		PA Review.
Submitted	Completed	The project has been submitted for PA review.
<ul><li>Canceled</li></ul>	Completed	The project submission has been withdrawn
Expired	? Any status	The project reservation has expired.





#### Reservation Statuses: Customer

Proj	ect			

Under Review\*

Disapproved\*\*

More
Information

Approved

<u>Site</u>

Pending Project

Approval

Pending Project

Approval

Pending Project

Approval

▲ Incomplete

Meaning

Project is being reviewed.

PA has disapproved the project.

PA needs additional information.

Project has been approved by the CEC.





### Payment Statuses: All Users

#### **Project**

Completed\*

Completed\*

Completed\*

Site

Ready to Submit

Submitted

Canceled

Meaning

Site information is complete, the site is

ready to be submitted for PA review.

Site has been submitted for PA review.

The site submission has been withdrawn.





### Payment Statuses: Customer

**Project** 

Completed\*

Completed

Approved\*\*

Site

<u>Meaning</u>

• Under Review Site is being reviewed.

Approved Site has been approved for payment by the

CEC.

Approved Payment has been made for the site.





### Tips

- The web tool will now send out automatic reminders when your project is close to expiring.
  - Just make sure that your e-mail is entered into the database and you'll receive it.
- After creating an account, it is recommended that you immediately change your login and password in the 'My Profile' section linked at the top of the page.





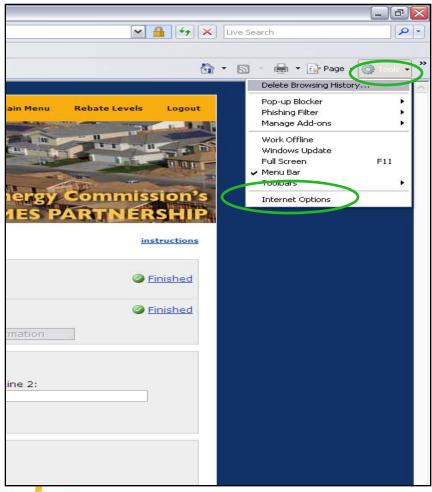
### Frequently Asked Questions

- How do I get the NSHP-2 to print out like in the NSHP Guidebook?
  - Go into the Tools link on the web browser. Click on Internet Options. Click on the Advanced Tab on the right side of the box. Scroll down to the printing section. Click on the 'Print background colors and images' box. Click on 'Ok'.





### Printing out the NSHP-2









### Frequently Asked Questions

- My project/site is still showing as incomplete. What am I missing?
  - Click on the summary link on the left of the page to find out what still needs to be done in the web tool to move your project to the next status.
  - Or you can click on the status directly.





### Project/Site Summary







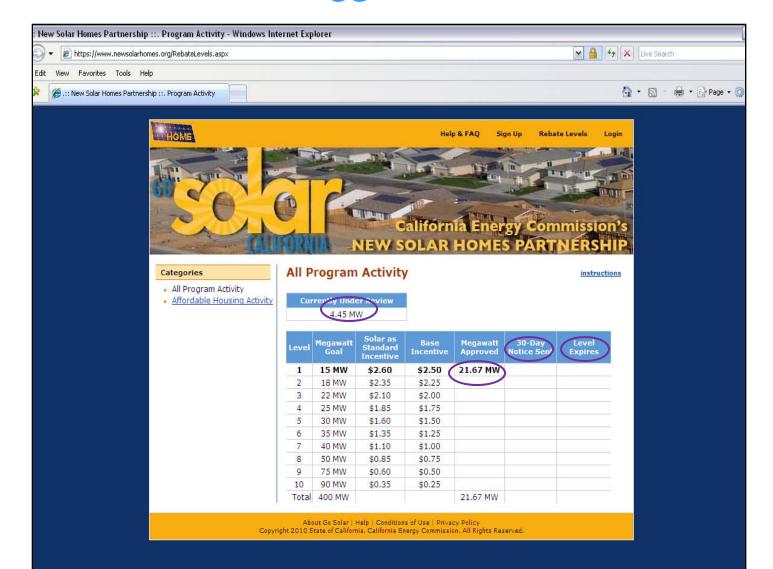
### Frequently Asked Questions

- How will I know when the incentive level is going to drop?
  - If you are not logged in to the NSHP web tool, go to https://www.newsolarhomes.org/RebateLevels.aspx
  - If you are logged in to the NSHP web tool, click on the Rebate Levels link at the top of the page.
  - The column '30 Day Notice Sent' will tell you the date the 30 day notice to drop the incentive level was issued.
  - The column 'Level Expires' will tell you the date that the incentive level will drop.





### **NSHP** Trigger Tracker







#### **Problems**

- If you encounter any problems with the web tool, please:
  - Take a screen shot of the problem.
  - Give a detailed description of your actions in the web tool before this problem occurred and what you were trying to do.
  - Report the problem to your PA.

